



UTILITY SHOPS SPECIALIST (CORRECTIONAL FACILITY)
UTILITY SHOPS SUPERVISOR (CORRECTIONAL FACILITY)

Final Filing Date: February 23, 2006

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:
Department of Corrections and Rehabilitation Selection Services Section
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545
Department of Corrections and Rehabilitation Selection Services Section
1515 "S" Street, Room 522-N
Sacramento, CA 95814
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

If you meet the entrance requirements for Utility Shops Specialist (Correctional Facility) and Utility Shops Supervisor (Correctional Facility), you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination you wish to file for. You will only be considered for acceptance into the examination(s) that you have listed on your application.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS February 23, 2006 is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during May/June 2006.

SALARY RANGE(S) As of: January 17, 2006
Utility Shops Specialist (Correctional Facility) \$4,212 - \$4,625
Utility Shops Supervisor (Correctional Facility) \$4,311 - \$4,734

MINIMUM QUALIFICATIONS Utility Shops Specialist (Correctional Facility)

Either I
Three years of experience in the California state service as a journeyperson in one of the skilled mechanical or construction trades.

Or II
Experience: Three years of experience as a journeyperson in one of the skilled mechanical or construction trades, at least one year of which shall have been in a lead capacity over journey person crews engaged in construction, maintenance, or repair of buildings and related mechanical equipment facilities. and
Education: Equivalent to completion of the eighth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates or wards and/or the protection of personal and real property.

Utility Shops Supervisor (Correctional Facility)

Either I
Three years of experience in the California state service as a journeyperson in one of the skilled mechanical or construction trades.

MINIMUM QUALIFICATIONS (CONTINUED)	<div>Or II</div> <p>Experience: Three years of experience as a journeyperson in one of the skilled mechanical or construction trades, at least one year of which shall have been in a supervisory capacity over journeyperson crews engaged in construction, maintenance, or repair of buildings and related mechanical equipment facilities. and</p> <p>Education: Equivalent to completion of the eighth grade. Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p> <p>Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates or wards and/or the protection of personal and real property.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p>
EXAMINATION PLAN	<p>This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p> <p>Qualifications Appraisal -- Weighted 100.00%</p> <p>Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p><u>Utility Shops Specialist (Correctional Facility)</u></p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Methods, materials, tools, and equipment used in the construction, maintenance, and repair of buildings, building equipment and mechanical equipment installations2. Codes, rules, regulation, and Safety Orders applicable to the various building and mechanical trades3. Methods used in requisitioning, receiving, storing and using tools, materials, and supplies <p>B. Ability to:</p> <ol style="list-style-type: none">1. Lead and inspect the work of building and mechanical trades journeypersons2. Read and interpret blueprints and to work from plans and specifications3. Operate standard power tools and machines used in mechanical and construction trades work4. Estimate labor and material requirements5. Maintain records and prepare reports6. Analyze situations accurately and take effective action <p><u>Utility Shops Supervisor (Correctional Facility)</u></p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Methods, materials, tools, and equipment used in the construction, maintenance, and repair of buildings, building equipment and mechanical equipment installations2. Codes, rules, regulation, and Safety Orders applicable to the various building and mechanical trades3. Principles of effective supervision4. Methods used in requisitioning, receiving, storing and using tools, materials, and supplies5. The Department's Equal Employment Opportunity Program objectives6. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives <p>B. Ability to:</p> <ol style="list-style-type: none">1. Assign, supervise, and inspect the work of building and mechanical trades journeypersons2. Read and interpret blueprints and to work from plans and specifications3. Operate standard power tools and machines used in mechanical and construction trades work4. Estimate labor and material requirements5. Maintain records and prepare reports6. Analyze situations accurately and take effective action7. Effectively contribute to the Department's equal employment opportunity objectives
ELIGIBLE LIST INFORMATION	<p>The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished 24 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.</p>
POSITION DESCRIPTION AND LOCATION(S)	<p>The <u>Utility Shops Specialist (Correctional Facility)</u>, under direction of the Utility Shops Supervisor (Correctional Facility), in an agency or institution having few craftspersons and helpers, works with and leads a small mixed crew of mechanical or building trades craftspersons and other workers engaged in the installation, maintenance, and repair of building facilities, mechanical and power equipment systems, test apparatus, and other special project equipment; makes shop drawings and estimates of labor and materials for specific projects; requisitions supplies, materials, tools, and equipment; schedules material flow and work assignments of various workers to maintain orderly job progress and to ensure that projects are carried out according to plans and specifications; monitors the cleaning and</p>

POSITION
DESCRIPTION AND
LOCATION(S)
(CONTINUED)

maintenance of tools and equipment; maintains records and makes reports; instructs and leads skilled and unskilled assistants.

Positions exist statewide with the Department of Corrections and Rehabilitation.

The **Utility Shops Supervisor (Correctional Facility)**, under direction of the Construction Supervisor, in an agency or institution having few craftspersons and helpers, plans, assigns, and supervises the work of a small mixed crew of mechanical or building trades craftspersons and other workers engaged in the installation, maintenance, and repair of building facilities, mechanical and power equipment systems, test apparatus, and other special project equipment; makes shop drawings and estimates of labor and materials for specific projects; requisitions supplies, materials, tools, and equipment; schedules material flow and work assignments of various workers to maintain orderly job progress and to ensure that projects are carried out according to plans and specifications; supervises the cleaning and maintenance of tools and equipment; maintains records and makes reports; instructs and supervises skilled and unskilled assistants.

Positions exist statewide with the Department of Corrections and Rehabilitation.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitation Selection Services Section at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS